

TRANSPORTATION EXPENDITURE REPORT 2012-13

General Instructions

1. The SE-4094 covers expenditures for the school year July 1 to June 30.
2. Record all amounts to the **nearest dollar. Services purchased from another Michigan public school or intermediate school district are not eligible to be included on this report.**
3. The general classification of objects and expenditures are those which are found in Bulletin 1022, the Accounting Manual for school districts. The specific items which have been approved for reimbursement are shown in the "Transportation Allowable Expenditures" attached to this form. **Items not listed are not to be included without prior Departmental approval.**
4. Gasoline tax must not be included on this report. The gasoline tax is to be reported as a receivable from another governmental agency.
5. Amounts for non-pupil transportation costs are not to be included on this report. Examples of such costs are employee's salaries in non-pupil transportation activities; insurance, parts, repairs, gasoline and supplies for various non-pupil transportation cars and equipment (i.e.; drivers education cars, maintenance vehicles, administrative vehicles, tractors, lawn mowers and snow plows).
6. Salaries and benefits for personnel performing other duties as well as those for pupil transportation must be prorated based upon the percent of time for each activity using time schedules.
7. The objects of expenditures should be assigned to the service activity (i.e.; Regular Education, Special Education-Section 52, etc.) on a direct charge basis wherever possible or by a method of allocation which provides a reasonable distribution of costs. **The appropriate basis for proration for non-vehicle related expenditures is the scheduled pupil riders as averaged during the count week. The count week is defined in rules R 388.373 and R 388.374 of the Pupil Transportation Administrative Rules.** The appropriate basis for proration for vehicle related lines is the type and usage of vehicles as reported on the SE-4107 School Bus Inventory Report. Documentation of allocation must be maintained for audit purposes.
8. Early Retirement Incentive Payments

These include: (a) lump sum payments, (b) retirement incentive payments spread over the following year, and (c) the purchase of annuities as a retirement. These incentives do not qualify for state categorical reimbursement. The early retirement incentive payment plan is developed for the convenience of the school district and is not directly related to providing services to handicapped pupils.

Stipends or prepaid insurance for personnel who retire early do not qualify for categorical reimbursement. These payments are made as an incentive for personnel to retire early and are not part of the ordinary fringe benefits and operational costs of the district.

Payment of unused sick leave is reimbursable to the extent that the sick leave was accrued during service to the pupil transportation program.

Column Instructions

Columns 1, 3 and 5.

Report the full time equivalency (FTE) for personnel and/or number of vehicles, as applicable. FTE for drivers, aides and other support personnel is based upon a six (6) hour day. **Do not include the FTE for substitute drivers or substitute aides.**

Column 2. Regular/Vocational Education

The amounts in this column are the allowable costs for pupil transportation other than the transportation of special education pupils. **Costs associated with special education pupils who's IEP does not require specialized transportation and who ride on regular education vehicles are to be reported in this column.**

Column 4. Special Education-Section 52

The amounts in this column are the allowable costs for providing specialized transportation services as required by the pupil's individualized educational program (IEP) other than the cost for transportation of Section 53a pupils.

Column 6. Special Education-Section 53a

The amounts in this column are allowable special education transportation costs of Section 53a pupils. Before completing this column, read the instructions on pages 8 and 9—"Special Instructions for Completing Columns 5 and 6 of the SE-4094 for Section 53a Transportation Services."

Column 7. Total

The total of columns 2, 4 and 6.

Line Instructions

Districts having to prorate costs between regular education, Special Education-Section 52 and Special Education-Section 53a are to use the **percent of ridership method for each line unless otherwise noted**. The district will include all pupils and non-pupils (i.e.; Early Fours, Head Start, non-resident and parochial school students, etc.) who ride the bus during the pupil count period when counting total riders. The percent of Section 52 costs for each line will be calculated by dividing the number of Section 52 riders by the total number of riders.

Salaries (Do not include employee benefits in lines 1-5. Employee benefits are to be reported on line 7.):

Line 1. Supervision

Report the FTE and salary paid to employees for that portion of their time devoted to supervising transportation. Do not include any of the superintendent's salary for any time devoted to transportation or transportation supervision, even if the superintendent is directly responsible. Prorate the salary and FTE on this line based upon the percent of pupil ridership as of the pupil transportation count week.

Line 2. Bus Driver

Report the FTE (based upon a six (6) hour day) and salary paid to employees for **only** their time involved in driving school buses. Include on this line, the salaries for drivers attending

district initiated or legislatively required driver or supervisor training programs. Include the salaries for substitute bus drivers on this line. The salary and FTE for bus drivers who have both special education and regular education runs should be prorated based upon the amount of time spent on each run. Field trip runs are to be charged to regular education. **For substitute drivers include only the salary, do not include the FTE.** Drivers contracted from a third party entity (not another Michigan public school district) are reported on Line 11.

Line 3. Secretarial/Clerical

Report the FTE and salary paid to employees for only the portion of their time devoted to transportation secretarial and/or clerical duties and responsibilities. Include on this line, salaries paid to dispatchers and substitutes for secretarial/clerical employees for their time spent on pupil transportation activities. For substitute secretarial/clerical employees include the salary, but do not include the FTE. Prorate the salary and FTE on this line based on the percent of pupil ridership as of the pupil transportation count week. The costs for secretarial or clerical staff contracted from a third party entity (not another Michigan public school district) are reported on Line 11.

Line 4. Aides

Report the FTE and salary paid to an aide riding a pupil transportation vehicle transporting pupils to and from school or school related events. Do not include the salaries for bus loading aides not riding on the pupil transportation vehicle. The salary and FTE on this line is prorated in the same method as the salary and FTE for bus drivers and is based upon a six (6) hour day. The costs for aides contracted from a third party entity (not another Michigan public school district) are reported on Line 11.

Line 5. Other Support

Report the FTE and salary paid to employees who work on pupil transportation vehicles. This would include mechanics, garage employees or other employees involved with providing pupil transportation services. Costs on this line may be prorated based on the percent of regular and special education vehicles in the fleet or on the percent of time spent servicing regular and special education buses. If the percent of time servicing the buses is used, charge tickets or time logs must be available which identify the type of work done by bus number. The cost for support staff contracted from a third party entity (not another Michigan public school district) are reported on Line 11.

Line 6. Total Salaries

The total of lines 1–5.

Line 7. Employee Benefits

Report the amounts paid as benefits to pupil transportation employees (prorate the benefits of employees with responsibilities in addition to pupil transportation). Benefits should be prorated between regular education and special education by the same method as the salaries are prorated **on an employee by employee basis**. The proration of benefits is done on an employee by employee basis and then the individual benefits are summed for line 7.

Purchased Services – Non-Vehicle Related Costs

Line 8. Local Expenses

Report the costs for employees reported above related to mileage, meals, inservices, workshops, tuition for training programs, etc. for providing transportation services. Costs on this line may be prorated on either the direct cost method or on a percent of ridership

method. **If the direct cost method is used, documentation of the direct expenditures must be submitted in hard copy to the Office of Special Education.**

Line 9. Telephone/Postage

Report the costs for the pupil transportation department's telephone and postage. Include on this line, amounts paid by the district for advertising directly related to pupil transportation (i.e.; job posting). Costs on this line may use the direct cost method or prorate costs based on the percent of riders. **If the direct cost method is used, documentation of the direct expenditures must be submitted in hard copy to the Office of Special Education and Early Intervention Services.**

Line 10. Other Utilities

Report the costs for the pupil transportation department's heat, electricity, water, sewage, waste and trash disposal. These costs are prorated between special education and regular education based upon the percent of riders. This includes costs under object code 38xx and 55xx (refer to the recent change in the Bulletin 1022 Manual). **Utility costs must be direct billed to the transportation department and not a proration of the school district's total utility bill.**

Line 11. Purchased Services – Staff

Report the number of and costs of staff contracted from a third party entity. A third party entity is NOT another Michigan public school district or intermediate school district. Staff reported on this line would include bus drivers, aides, secretaries, clericals and other support staff who if employed directly by the district would have been reported on Lines 2-5. Use this line to report bus drivers contracted from a third party entity who drive district owned buses.

Line 12. Other Non-Vehicle Purchased Services

Report the contracted costs for other services such as data processing for bus routes approved by the intermediate school district, maps, building repairs to the garage or bus parking lots, equipment repairs, rental of inservice materials and professional/technical services (i.e.; physicals for bus drivers, snow plowing, etc.). Do not include costs for improvements made to bus garages and bus parking lots. Costs on this line are prorated based upon the percent of riders.

Line 13. Total of Non-Vehicle Related Purchased Services

The total of lines 8-12.

Purchased Services – Vehicle Related Costs

Line 14. Pupil Transportation Common Carrier (Non black and yellow vehicles) – **CHANGED FOR 2011-12**

Report the number of vehicles and the amount paid to a third party entity offering its services to the general public to provide motor vehicle transportation to and from school for pupils. Include on this line, payments to public transit authorities and companies using non-black and yellow vehicles. (These vehicles are not to be listed on the SE-4107, School Bus Inventory Report and do not include companies such as Dean, First Student or Durham.) **Only common carrier costs for exclusively special education vehicles or runs may be charged to special education.** Costs associated with field trips are to be reported as regular education.

Line 15. Pupil Transportation Common Carrier (Black and yellow vehicles)

Report the number of vehicles and the amount paid to a third party entity offering its services to school districts to provide pupil transportation services to and from school. Include on this line, payments to such companies as Dean, First Student, Durham, etc. who use black and yellow vehicles. Costs on this line include both the cost of the vehicle and the cost of staff to operate the vehicle when billed as a package. **These black and yellow vehicles must be reported on the SE-4107 School Bus Inventory Report. Only costs for exclusive special education vehicles or runs may be charged to special education.** Costs associated with field trips are to be reported as regular education.

Line 16. Pupil Transportation Family Vehicle Cost

Report the number of vehicles and the amount paid to a private individual to provide pupil transportation services. This would include contracting with parents to transport their child to and from an instructional site and contracting with a pupil to provide his or her own transportation to and from an instructional program site. Do not include payments for pupil transportation to or from a school related event. Cost on this line are not prorated. Only costs exclusive to special education riders are placed under Section 52 and Section 53a.

Line 17. Pupil Transportation Taxi Cab

Report the number of vehicles and the amount paid to taxi cab companies for transporting pupils to and from school. (These vehicles are not to be listed on the SE-4107, School Bus Inventory Report.) Only taxi cab costs exclusively for special education riders are chargeable to Section 52 and Section 53a.

Line 18. Pupil Transportation Fleet Insurance

Report the number of vehicles and the amount paid by the district for pupil transportation fleet insurance for vehicles used to transport pupils to and from school. The amount of insurance is reported on a vehicle by vehicle basis and is not prorated between special education and regular education. Fleet insurance may only be charged for vehicles reported for the year in question on the SE-4107, School Bus Inventory Report.

The insurance for all combination vehicles is reported in column-2 Regular/ Vocational Education. Insurance for vehicles labeled as spare vehicles may only be reported for one (1) spare vehicle for every ten (10) vehicles in service under that service activity. Prorate the premiums for vehicles not used exclusively by the transportation department. **Fleet insurance is not eligible to be prorated to Section 53a.**

Line 19. Contracted/Leased Black and Yellow Buses – **CHANGED FOR 2011-12**

Report the number of vehicles and the amount paid by the district to lease or contract black and yellow buses to provide pupil transportation services to and from an instructional site. **Costs reported on this line are for contracted vehicles that staff employed by the school district operate.** Costs for transportation services provided by companies such as Dean or First Student are reported on Line 15. **These vehicles must be listed on the SE-4107, School Bus Inventory Report, to have costs reported on this line.** Do not report any costs for maintenance, repairs, gasoline, oil, etc. for these vehicles on this line. Costs on this line are not eligible to be prorated to Section 53a.

Line 20. Other Vehicle Related Costs

Report the costs for vehicle maintenance and repair for vehicles listed on line 16. Include the rental of two-way radios used in both contracted and owned pupil transportation vehicles. Costs that cannot be isolated to either a special education bus or a regular education bus are prorated based on the percent of buses in each category. Costs on this line are not eligible to be prorated to Section 53a.

Line 21. Total of Vehicle Related Purchased Services

The total of lines 14-20.

Supplies

Line 22. Gasoline/Fuel

Report the costs for gasoline/fuel for the operation of pupil transportation vehicles. Do not report the amount of gasoline tax on this line. Costs that cannot be isolated to either a special education bus or a regular education bus are prorated based on the percent of buses in each category. **If the direct cost method is used, documentation of the direct expenditures must be submitted in hard copy to the Office of Special Education and Early Intervention Services.**

Line 23. Oil/Grease

Report the costs for oil and grease for the operation of pupil transportation vehicles. Costs that cannot be isolated to either a special education bus or a regular education bus are prorated based on the percent of buses in each category. **If the direct cost method is used, documentation of the direct expenditures must be submitted in hard copy to the Office of Special Education and Early Intervention Services.**

Line 24. Tires/Batteries

Report the costs for tires, tubes and batteries only for pupil transportation vehicles. Costs that cannot be isolated to either a special education bus or a regular education bus are prorated based on the percent of buses in each category. **If the direct cost method is used, documentation of the direct expenditures must be submitted in hard copy to the Office of Special Education and Early Intervention Services.**

Line 25. Other Supplies/Repair Parts

Report the cost of vehicle repair parts and other supplies (i.e.; anti-freeze, deicers, etc.) for pupil transportation vehicles. Costs that cannot be isolated to either a special education bus or a regular education bus are prorated based on the percent of buses in each category. **If the direct cost method is used, documentation of the direct expenditures must be submitted in hard copy to the Office of Special Education and Early Intervention Services.**

Line 26. Office Supplies

Report the cost of supplies used to support the operation of the pupil transportation office functions for personnel reported on line 1 and line 3. Costs that cannot be isolated to either special education or regular education are prorated by the percent of riders.

Line 27. Total Supplies

The total of lines 22-26.

Line 28. Other Expense/Adjustment

Report the cost for such expenditures as dues, fees, tolls, bus driver awards, licenses and subscriptions, etc. related to pupil transportation management. This line will also be used by the Department to make any necessary adjustments to the report.

Line 29. Bus Amortization

Report the authorized annual amortization amount as calculated on the SE-4107, School Bus Inventory Report. The number of vehicles and amount must agree with the final SE-4107, School Bus Inventory Report. **Do not report amortization amounts for vehicles coded as spares or vehicles leased or contracted from a third party (non-school entity).** The amortization amounts for combination vehicles are to be reported in column 2–Regular/Vocational Education. The total cost of a pupil transportation vehicle includes the base cost, plus the total of, if any, interest expense, plus additional equipment (radios, lifts) less any trade in allowance or the full amount received from previously non-deducted bus sales. Such costs can be found on the Cost of Bus Worksheet for each vehicle. The Cost of Bus Worksheet for each vehicle needs to be kept on file by the district. The amount of amortization is found on the district’s final SE-4107, School Bus Inventory Report. Costs on this line are not eligible to be prorated to Section 53a.

Line 30. Total Expenditures

The total of lines 6, 7, 13, 21, 27, 28 and 29 for columns 2, 4 and 6. Column 4–Special Education-Section 52 will be used in the formula calculation to calculate any additional payment under Section 51c of the State School Aid Act. The total of column 6–Special Education-Section 53a will be reported on page 3, Section 53a of the SE-4096, Special Education Actual Cost Report, line 43 **(see the instructions for completing columns 5 and 6 of the SE-4094, pages 8-9).** Section 53a transportation costs are reimbursed under Section 53a of the State School Aid Act.

Line 31. Total Annual Miles

Include the total miles traveled by all pupil transportation fleet vehicles used in providing pupil transportation to instructional sites.

Line 32. Total Riders Per the Count Week (as defined in rules R 388.373 and R 388.374)

Include the number of riders averaged over the five (5) day count week for special education. These are pupils who have current individualized educational program (IEP) requiring specialized transportation services as of that count period and who ride a specialized transportation vehicle. (Any special education pupil who rides on a regular education vehicle can only be counted as a regular education pupil and included in column 2.) For regular education, the count of pupils transported is based upon the head count on the count date for all pupils transported to school or programs in other facilities during the day, except on field trips.

Line 33. Total Fuel Consumed (in gallons)

Include the total number of gallons of gasoline, diesel fuel or liquid petroleum gas used by the pupil transportation fleet vehicles for providing pupil transportation.

Line 34. Miles Per Gallon

This is the total annual miles (line 31) divided by the total fuel consumed in gallons (line 33). If the district’s fleet fuel economy is greater than twenty-five (25) miles per gallon, the district may be asked to document the report.

**SPECIAL INSTRUCTIONS FOR COMPLETING
COLUMNS 5 AND 6 OF THE SE-4094
FOR SECTION 53a TRANSPORTATION SERVICES**

1. Reimbursement for specialized transportation services for Section 53a pupils is paid under Section 53a of the State School Aid Act. Only services for the following pupils qualify:

- Pupils assigned to a district or immediate district (ISD) through the community placement programs of the courts or a state agency, if the pupil was a resident of another ISD at the time the pupil came under the jurisdiction of the court or a state agency.
- Pupils who are residents of institutions operated by the Department of Community Health (DCH).
- Pupils who are former residents of DCH institutions for the developmentally disabled who are placed in community settings other than the pupil's home.
- Pupils placed in a district by a parent for the purpose of seeking a suitable home, if the parent does not reside in the same ISD as the district in which the pupil is placed.

Complete columns 5 and 6 only if your district was providing specialized transportation services to any of the above pupils **as of the transportation count week during October 2012. The district will be required to submit the names of pupils to substantiate the above claim.**

2. Districts providing specialized transportation services to eligible Section 53a pupils may charge prorated transportation expenditures to Section 53a. Section 53a(2) of the State School Aid Act indicates "Only those costs that are clearly and directly attributable to educational programs for pupils described in subsection (1), and that would not have been incurred if the pupils were not being educated in a district or intermediate district, are reimbursable under this section." Administrative costs related to operating special education transportation services including costs related to transportation supervisors and clerical staff, the cost of operating the bus garage, and other administrative costs normally incurred by the district **are not** chargeable to Section 53a. Costs that can be reimbursed by federal funds are not to be charged to Section 53a.

- a. The following lines and costs are **ineligible** to be prorated to Section 53a:

- Line 1 – Salaries – Supervision
- Line 3 – Salaries – Secretarial/Clerical
- Line 5 – Salaries – Other Support
- Line 9 – Purchased Services – Telephone/Postage
- Line 10 – Purchased Services – Other Utilities
- Line 12 – Purchased Services – Other Non-Vehicle Purchased Services
- Line 18 – Purchased Services – Pupil Transportation Fleet
 - Insurance (see page 9, direct charges only)
 - Vehicles must have prior approval from the Department

- Line 20 – Purchased Services – Other Vehicle Related Costs
- Line 25 – Supplies – Other Supplies/Repair Parts
- Line 26 – Supplies – Office Supplies
- Line 28 – Bus Amortization (see page 9, direct charges only)
Vehicles must have prior approval from the
Department

Costs on the lines above should all be included in column 4, Special Education-Section 52. Costs on lines 4 and 11 for transportation aides are included under Section 53a only if the district has received prior departmental approval for a Section 53a transportation aide assigned to a specific Section 53a eligible rider.

- b. Section 53a costs for lines 2, 7, 8, 14-17, 22-24 are prorated one of the following two ways:

- 1. Direct Cost

Districts contracting for specialized transportation services with third parties or private carriers can only charge the actual contracted expense to Section 53a. This method applies to lines 16, 17, 19 and 20. The district is required to supply the name of the approved Section 53a rider.

Line 15 and line 26 are for direct charges for Section 53a Department approved vehicles only. The amount of insurance charged for the approved vehicle is a direct charge. The amortization amount is for Section 53a approved vehicles and is found on the SE-4107. Vehicles coded as Section 53a vehicles, must have prior departmental approval to be charged as Section 53a on the SE-4107 School Bus Inventory Report.

- 2. Percent of Ridership

Under this method the district will take the total number of Section 53a pupils riding specialized transportation vehicles divided by the total number of special education pupils riding specialized transportation vehicles to determine the percentage of costs attributable to Section 53a. The district will then apply this percentage to lines 2, 7, 8, 14 and 22-24.

If districts are operating buses which serve more than 50% Section 53a pupils and do not feel the above method reflects the true cost of transporting Section 53a pupils, they should contact the Office of Special Education and Early Intervention Services at (517) 241-1235 for assistance.

- 3. Section 53a transportation is reimbursed from the SE-4096 Special Education Actual Cost Report. The amount reported on line 30, column 6 will be carried over to page 3 for Section 53a expenditures, line 43 of that report.